

CONTROLLER'S OFFICE
TRAVEL PROCEDURE

Section 5 – Transportation

If a Traveler prefers a method of travel that is less economical than other methods, the agency may choose to reimburse the Traveler up to the amount of the less expensive option.

1. What methods of transportation can be used for travel?

A. Commercial Airlines

Authorization will be given for the most economically available flight to and from the destination location. Reservations shall be requested as far in advance as possible to aid the City in taking advantage of discounted airfares having an advance purchase requirement, and whenever possible, air travel should be accomplished at the most reasonable fare available at the time of booking and before commencement of travel.

If the ticket is not paid for by the City, the Traveler is required to submit the original receipt, showing proof of payment, amount, date, name of carrier, flight times, and destination with his/her [Travel Authorization and Expense Form](#).

While not mandatory, Travelers are encouraged to purchase airline tickets for City business using the Travel Card rather than using a personal credit card. Frequent flyer miles earned will be retained by the employee.

- 1. Coach Class** – Coach Class or any discounted class shall be used in the interest of economy. This policy applies to all travel (domestic or foreign, or any combination thereof) regardless of the purpose or fund source. Travelers have the option to upgrade to business or first class by paying the difference with personal funds.
- 2. Business or First Class** – Use of business or first-class or other higher-cost services may be authorized under the circumstances listed below.
 - (a)** Business or first-class is the only service offered between two points. Documentation of the circumstance must be provided with the [Travel Authorization and Expense Form](#).
 - (b)** The use of coach class would be more expensive or time consuming, e.g., when, because of scheduling difficulties, traveling by air coach would require an unnecessary hotel expense, circuitous routing, or an unduly long layover when making connections. Documentation of the circumstance must be provided with the [Travel Authorization and Expense Form](#).
 - (c)** An itinerary involves overnight travel without an opportunity for normal rest before the commencement of working hours; or the use of business or first-class travel is necessary to reasonably accommodate a disability or medical need of a Traveler. Documentation of the circumstance must be provided on the [Travel Authorization and Expense Form](#).
 - (d)** When a Traveler prefers to use a higher class than the one authorized for reimbursement, the Traveler must pay the incremental cost of the airfare.

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(e) In cases other than those described above, a written justification to use business or first-class or other higher-cost service shall be obtained in advance from the Expending Authority. The Traveler shall submit such authorization with the [Travel Authorization and Expense Form](#).

3. Travel by chartered or private aircraft is prohibited.

B. Rental Car

1. The City will reimburse for a rental car when there is a business justification or when there is no other reasonably available means of comparable transportation. Car rentals may be used when the overall cost of the rental is less than the cost of other means of transportation (e.g., taxis, limousines, airfare).
2. Use of a rental car at an out-of-town destination for a Traveler traveling on official City business may be approved by the Expending Authority. The use of a rental car should be justified as an economical, business necessity and not as a matter of personal convenience. When traveling in groups, sharing of cars should be practiced to minimize costs. The use of rental cars is appropriate for those situations where other methods of transportation are unavailable or impractical.
3. All terms and conditions of the car rental agreement should be read and followed, particularly with regard to who is authorized to drive the vehicle and driving on non-paved roads. All authorized drivers must be listed on the car rental contract. Violations of the agreement or any driving regulation may leave the City responsible for additional damages.
4. Rental car companies hold the renter responsible for all damages to the vehicle, regardless of fault. Collision/Loss Damage Waiver insurance provides coverage for damage to the rental vehicle and loss of use. Liability insurance provides coverage if an individual is legally liable for damages as a result of their negligence.
 - (a) If you use the TCard and rent a vehicle from a contracted rental agency, coverage for damage to the vehicle and liability coverage is provided by the travel card issuer and you may decline to purchase collision, damage, and waiver insurance coverage through the rental car company.
(See [Section 2 – Travel Program](#).)
 - (b) You must purchase the collision/loss damage waiver and liability insurance from the rental car agency if your agency does not participate in the Travel Program and you do not use the Travel Card to rent a vehicle from a contracted rental agency.
 - (c) If you are in an accident when you are traveling you must notify your Expending Authority and the Risk Management Office.
5. If the Traveler uses the rental car for personal purposes in addition to official City business, then the Traveler is responsible for payment of any additionally incurred rental costs, including insurance, and the City shall not advance or reimburse funds for personal use of a rental car. In the event part of the car rental cost is not authorized or approved, the Traveler shall pay the difference as his or her personal cost.